



Denise Juneau, Superintendent  
Montana Office of Public Instruction  
www.opi.mt.gov

## Summer Food Service Program Mileage Record – Site and Food Service Staff

Name of Employee				
Date	Odometer Reading: Start	Odometer Reading: Stop	Number of Miles	Itinerary

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Use this form for any staff performing an operating task, specifically related to the food service (e.g. site staff, cooks, etc. transporting meals).



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## Summer Food Service Program Mileage Record – Administrative Staff

Name of Employee				
Date	Odometer Reading: Start	Odometer Reading: Stop	Number of Miles	Itinerary

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Use this form for any staff performing an administrative task, specifically related to the food service (e.g. site staff, cooks, etc. transporting meals).